

## Proposed Budget for the Gila County HR Safe Workplace For All Program (GCHRSWAP)

<b>OPERATIONAL:</b>	<b>Cost</b>	<b>Target Date</b>
Activate critical duress alarms 7 phones, 5 superior court, 2 JP court	\$ 4,200.00	Aug-11
Improve the lighting in parking lot	Done	Done
Install office safes for money storage	\$ 250.00	Sep-11
Perform daily sweeps of the courthouse	Minimal	Continuous
Sheriff's Office conducts exterior patrols when building is closed	Minimal	Continuous
Remove all items that could be used as a weapon in court room	Minimal	Aug-11
Activate critical duress alarms 2 accessible location in courtrooms	\$ 2,400.00	Oct-11
Install locks on 6 doors on 3rd floor	\$ 600.00	Oct-11
Activate duress alarms Clerk of the Court Office Court Admin and in the STAR's offices and County Attorney's Office (7)	\$ 4,200.00	Oct-11
<b>Gila County General Fund</b>	<b>\$ 11,650.00</b>	
Judges should notify GCSO for escort	Minimal	As Needed
Keep cash/checks locked up in a safe or drawer	Minimal	Continuous
Develop protocol with regard to mail and packages	Minimal	Sep-11
Develop cash handling policies/procedures and train staff	Minimal	Sep-11
Change combinations of a safe/vault regularly	Minimal	Quarterly
Restrict public to public areas	Minimal	Sep-11
Lock doors as needed	Minimal	Continuous
Determine the best circulation zones for court staff and judges	Minimal	Sep-11
Create a calendar of external use of the courthouse	Minimal	Sep-11
Have all employees wear their identification badges	Minimal	Continuous
Provide jurors with court security information	Minimal	Oct-11
Use BOS Hearing Room as a jury assembly room for orientation	Minimal	Aug-11
Orientation for jurors should include basic evacuation instructions	Minimal	Aug-11
		Aug-11
<b>TRAINING:</b>		
"The Prevention of Workplace Violence" class mandatory	Minimal	Aug-11
Train critical staff regarding safety and the use of duress alarms	Minimal	Aug-11
Train critical staff on what is an incident	Minimal	Aug-11
<b>EQUIPMENT:</b>		
Wands 2	\$ 600.00	Jan-12
Magnetometer	\$ 5,000.00	Jan-12
Closed Circuit TV, 13 cameras	\$ 17,550.00	Jan-12
Recording capacity	\$ 4,000.00	Jan-12
Flat-screen monitor 17-inch 4	\$ 2,400.00	Jan-12
<b>Proposed Grant Funding</b>	<b>\$ 29,550.00</b>	

Minimal Cost would be paid for out of the Gila County budget. These items can and will be done by existing employees and within the current budget.